

# Metropolitan King County Council

## Position Descriptions



<b>Council unit:</b>	<b>Auditor</b>
<b>Job description:</b>	<b>Principal Management Auditor</b>
<b>Salary range:</b>	<b>P5</b>

### Job Summary:

The principal management auditor is expected to provide leadership in a team environment on multiple, highly complex audits and special projects. The principal management auditor is responsible for performing project management tasks and accomplishing all phases of the audit within structured deadlines. The principal management auditor performs audit work as described for senior management auditors, including audit planning, fieldwork, analysis, report development and public presentation. In addition, the principal management auditor may also assist the County Auditor in the administration of the office, including formulating policies and procedures, monitoring consultant projects, and developing recommendations on operations and staffing issues.

The principal management auditor is a salaried, at-will, overtime-exempt classification.

### Minimum Qualifications:

- Bachelors degree with relevant management analysis and analytic training is required. A masters degree in business administration or public administration highly desirable;
- Five years' progressively responsible work experience in management auditing, program evaluation, policy or fiscal analysis, operations research or related area is highly desired. Experience working at a senior professional level with or in a legislative branch is desirable. The experience should include competence in substantive qualitative and quantitative analysis, report writing, and public presentations on complex political, managerial, or operational issues;
- Any combination of education and experience that provides the knowledge to perform the essential job duties;
- In-depth knowledge of public or business administration, local government operations, budget or public finance processes, and program or policy analysis;
- Ability to work successfully with peers in a team environment;
- Ability to recognize solutions and make recommendations that are professionally sound and politically feasible;
- Demonstrated effectiveness in project management in multiple or highly complex studies of government policy and operations;
- Demonstrated high skill level in performing all aspects of the audit process;
- Ability to assume initiative in identifying substantive issues, devising analytic strategies, exercising critical thinking, and providing creative solutions to issues;
- Ability to produce superior quality analysis and written products on multiple, complex projects with minimal supervision, and short timelines;
- Ability to establish constructive working relationships with the Council and staff, audited agency management and staff and interested groups, while maintaining objectivity, independence, and credibility throughout the audit process;
- Ability to communicate succinctly and effectively, verbally and in writing, on complex, and potentially controversial projects;

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- Ability to organize and control work efforts;
- Ability to produce quality products and timely results;
- Ability to work effectively on intergovernmental issues, and to promote coordination consistent with legislative intent;
- Ability to use statistical, financial, evaluation, and policy analysis methodologies;
- Ability to use computerized software programs to access data, to perform data manipulations, and to develop project worksheets and reports.

### **Essential Job Duties:**

- Conduct multiple and highly complex reviews and evaluations of the efficiency, effectiveness, economy and legal compliance of a wide variety of County agencies and operations;
- Conduct projects independently with minimal direction and supervision;
- Maintain close contact with the County Auditor regarding project progress and problems, by which the County Auditor is effectively involved in project oversight, including decision-making and problem-solving;
- Provide assistance to the County Auditor on assigned administrative and operational projects;
- Review and monitor consultant projects and work products prepared by Auditor's Office contractors at the direction of the County Auditor;
- Responsible for all aspects of project management, including development and monitoring of detailed project work plans, staff assignments, and schedules to accomplish projects objectives;
- Provide leadership on audit projects to encourage understanding of auditing principles, methods, and issues as well as professional skill development;
- Demonstrate understanding of management practices and cost-effectiveness improvement orientation; collect and analyze complex data;
- Ensure the application of appropriate management and operational theory as well as qualitative and quantitative analytic techniques to complicated County issues to develop accurate, valid and reliable results;
- Develop substantive findings and recommendations on complex issues that are fully supported by analysis;
- May participate in project and personnel evaluations;
- Demonstrate highly effective written and verbal communication skills and organizational skills to produce multiple complex reports and presentations in a clear and concise manner;
- Develop framework for audit ordinances and other appropriate audit follow-up activities;
- Perform all assignments and tasks in accordance with the office's policies, procedures, and audit standards.

### **Licensing and/or Other Requirements:**

The position is results-oriented and requires the independent application of broad professional knowledge and experience in such areas as management and/or financial auditing, project management, program evaluation, policy analysis or operations research. It requires a thorough understanding of management theory, administrative systems, qualitative and quantitative analysis, and fiscal management. In addition, the position requires considerable knowledge and application of GAO auditing standards.

### **Working Conditions/Physical Requirements:**

Must be able to work in an office environment; sit for extended periods of time working on computers; must coordinate visual and muscular dexterity to operate standard office equipment including a computer terminal, telephone, copy and facsimile machine.